

Portfolio

Wisconsin Cooperative Education Skill Certification Health Science Occupations-Career Foundations

Coop Areas Completed	Student Information								
<p>1. Core Employability Competencies</p> <p>2. Health Science Occupations</p> <ul style="list-style-type: none"> • Academic Foundation • Communications • Systems • Legal Responsibilities • Ethics • Safety Practices • Teamwork • Health Maintenance Practices 	<table border="0"> <tr> <td data-bbox="869 532 1654 571">Student</td> <td data-bbox="1654 532 1871 571">Phone</td> </tr> <tr> <td data-bbox="869 630 1654 669">School</td> <td data-bbox="1654 630 1871 669">Phone</td> </tr> <tr> <td data-bbox="869 727 1654 766">Teacher Coordinator</td> <td data-bbox="1654 727 1871 766">Phone</td> </tr> <tr> <td data-bbox="869 824 1654 863">Workplace Mentor</td> <td data-bbox="1654 824 1871 863">Phone</td> </tr> </table>	Student	Phone	School	Phone	Teacher Coordinator	Phone	Workplace Mentor	Phone
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<table border="1"> <tr> <td data-bbox="201 1036 831 1101">Start Date:</td> </tr> <tr> <td data-bbox="201 1101 831 1174">End Date:</td> </tr> </table>	Start Date:	End Date:	<p>Other Information:</p> <div data-bbox="1423 946 1881 1344"> </div>						
Start Date:									
End Date:									

Health Science Occupations Skill Standards Rating Scale

- 3 Proficient—able to perform entry-level skills independently.
 2 Intermediate—has performed tasks; however, may need additional training or supervision.
 1 Introductory—is familiar with process but is unable, or has not had the opportunity, to perform task; additional training is required.
SB School Based
WB Work Based

Description of Skills	Rating Scale			Initials		Comments
	3	2	1	SB	WB	

PART ONE: Core Employability Competencies

23 competencies must be achieved at level 2 or 3

Basic Skills

1. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.						
2. Writing—communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs and flow charts.						
3. Mathematics—Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.						
4. Listening—receives, attends to, interprets, and responds to verbal messages and other cues.						
5. Speaking—organizes ideas and communicates orally.						
6. Career Development—understands application process, develops personal career goals, understands individual potential.						

Personal/Interpersonal Skills: Displays responsibility, self-esteem, sociability, self-management, integrity and honesty, and extends these skills to facilitating working well with others

7. Demonstrates integrity/honesty and chooses ethical courses of action.						
8. Serves clients/customers, working to satisfy customer's expectations.						
9. Participates as a member of a team, contributing to group efforts.						
10. Demonstrates leadership skills, including teaching others new skills.						
11. Works well with women and men from diverse backgrounds.						
12. Accepts criticism and applies suggestions for improvement.						
13. Identifies needs and communicates in appropriate manner.						
14. Manage time, prioritize responsibilities, and meet completion dates as specified by employer and client.						
15. Shows enthusiasm and commitment by meeting expectations and priorities of the organization.						

Thinking/Information Processing Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reason, and acquire and utilize information to aid these processes where necessary

16. Organizes, maintains, interprets, communicates information, using computers to aid this task where necessary.						
17. Recognizes problems and devises and implements plans of action.						
18. Generates new ideas through creative thinking.						
19. Makes decisions through specifying goals and constraints, generating alternatives, considering risks, and evaluating and choosing the best alternatives.						
20. Uses efficient learning techniques to acquire and apply new knowledge and skills.						

Systems/Technology: Understands complex interrelationships of systems and works with a variety of technologies

21. Knows how social, organizational, and technological systems work and operates effectively within them.						
22. Understands relationships among technological functions, pinpoints errors in technologies' performance and corrects problems in operations.						
23. Selects the appropriate tools or equipment for a task, including computers and related technologies.						
24. Understand the function and proper procedures for technologies related to a task.						

<i>Description of Skills</i>	Rating Scale			Initials		<i>Comments</i>
	<i>3</i>	<i>2</i>	<i>1</i>	<i>SB</i>	<i>WB</i>	
25. Prevents, identifies, or solves problems with equipment, including computers and other technologies.						
26. Understands basic safety precautions and takes measures to implement them.						

PART TWO: Health Science Occupations Competencies

Academic Foundation

8 competencies must be achieved at level 2 or 3

Human Structure and Function						
1. Describe the basic structures and functions of cells, tissues, organs, and systems as they relate to homeostasis.						
2. Compare relationships among cells, tissues, organs, and systems.						
3. Explain body planes, directional terms, quadrants, and cavities.						
4. Analyze the interdependence of the body systems as they relate to wellness, disease, disorders, therapies, and care rehabilitation.						
Diseases and Disorders						
5. Compare selected diseases/disorders including respective classification(s), causes, diagnoses, therapies, and care/rehabilitation to include biotechnological applications.						
6. Analyze methods to control the spread of pathogenic microorganisms.						
7. Contrast various types of immunities.						
8. Analyze body system changes in light of diseases, disorders, and wellness.						
9. Compare the aging process among the body systems.						

Communications

11 competencies must be achieved at level 2 or 3

Oral Communications Skills						
1. Adjust communication to other's ability to understand.						
2. Apply the elements of communication using the sender-receiver model.						
3. Apply active listening skills using reflection, restatement and clarification techniques.						
4. Demonstrate courtesy to others including self introduction.						
5. Interpret verbal and non-verbal behaviors to augment communication and within scope of practice.						
6. Demonstrate skills for interviewing clients.						
Written Communication Skills						
7. Report relevant information in a timely manner.						
8. Report subjective information.						
9. Report objective information.						
10. Interpret technical materials used for healthcare practices and procedures.						
11. Organize, write and compile technical information and summaries.						
12. Use medical terminology within a scope of practice in order to interpret, transcribe and communicate information, data and observations.						

Health Care Delivery Systems

7 competencies must be achieved at level 2 or 3

Delivery Trends						
1. Summarize important milestones in the history of health care..						
2. Identify major trends affecting modern-day health care..						
3. Predict the impact of major trends on health care costs.						
Delivery Systems						
4. List the types of health care facilities and the services provided by each						
5. Describe the ways in which agencies influence community and world health..						

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Payment Systems						
6. Explain the various ways that payment is made for the costs of healthcare..						
7. Identify populations served by each type of payment system.						
System Change						
8. Discuss changing environmental factors (cost, technology, access to care, etc.).						

Legal Responsibilities

14 competencies must be achieved at level 2 or 3

Legal Implications						
1. Analyze legal responsibilities, limitations, and implications of actions.						
2. Use problem solving techniques when confronted with legal dilemmas or issues.						
3. Compare and contrast behaviors and practices that could result in malpractice, liability, or negligence.						
4. Comply with policies and requirements for documentation and record keeping.						
5. Comply with established risk management criteria and procedures.						
6. Determine when an incident is reportable.						
7. Comply with non-discriminatory laws.						
8. Comply with institutional policy and procedures.						
Legal Practices						
9. Perform duties according to regulations, policies, laws, and legislated rights of clients.						
10. Maintain clients' rights according to the Patients' Bill of Rights.						
11. Maintain confidentiality.						
12. Practice within licensure, certification, registration, and legislated scope of practice.						
13. Apply the doctrine of informed consent.						
14. Evaluate technological threats to confidentiality.						
15. Follow mandated standards for workplace safety, i.e., OSHA, CDC, CLIA.						
16. Identify mandated standards for harassment, labor, and employment laws.						

Ethics

13 competencies must be achieved at level 2 or 3

Legal and Ethical Boundaries						
1. Differentiate between morality and ethics and the relationship of each to health care outcomes.						
2. Differentiate between ethical and legal issues impacting health care.						
3. Contrast personal, professional, and organizational ethics.						
4. Analyze legal and ethical aspects of confidentiality.						
5. Discuss bio-ethical issues related to health care.						
6. Analyze and evaluate the implications of medical ethics.						
Ethical Practice						
7. Demonstrate professionalism when interacting with fellow students, co-workers, and the organization.						
8. Respect interdisciplinary roles of team members.						
9. Report activities and behaviors by self and others that adversely affect the health, safety, or welfare of students, clients, or co-workers.						
10. Demonstrate fairness and equal treatment of all persons.						
11. Practice responsibly within the ethical framework of the Patients' Bill of Rights.						
12. Value clients' independence and determination.						
Cultural, Social, and Ethnic Diversity.						
13. Discuss the impact of religious and cultures on those giving and receiving health care with an understanding of past and present events.						

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14. Demonstrate respect of individual cultural, social, and ethnic diversity within the health care environment.						

Safety Practices

17 competencies must be achieved at level 2 or 3

Infection Control						
1. Practice infection control procedures.						
2. Practice appropriate cleaning, disinfecting, and sterilizing processes.						
3. Contrast medical and surgical asepsis.						
Personal Safety						
4. Evaluate a personal exposure incident for compliance with OSHA regulations.						
5. Apply principles of body mechanics and ergonomics.						
6. Use personal protective equipment as appropriate to the environment.						
Environmental Safety						
7. Modify the environment to create safe working conditions.						
8. Demonstrate methods of fire prevention in the health care setting.						
9. Prevent accidents by using proper safety techniques.						
10. Practice good housekeeping in order to maintain a safe work environment.						
Common Safety Hazards						
11. Explain the purpose of Materials Safety Data Sheets (MSDS).						
12. Adhere to hazardous labeling requirements.						
13. Comply with safety signs, symbols, and labels.						
14. Identify appropriate action when observing a hazardous material problem.						
15. Apply safety principles within given environments.						
16. Handle hazardous chemicals commonly used in the health care environment in an appropriate manner.						
Emergency Procedures and Protocols.						
17. Interpret the evacuation plan for the health care setting.						
18. Construct an emergency plan for a health care setting in response to a natural disaster or other emergency.						
19. Follow the facility procedure for a fire or natural disaster drill.						

Teamwork

7 competencies must be achieved at level 2 or 3

Health Care Teams						
1. Apply the team concept in providing quality patient care.						
2. Recognize characteristics of effective teams.						
3. Analyze roles of various team participants.						
4. Respond to given critical situations appropriately as a member of a team.						
5. Accept compromise when necessary to ensure best client outcome .						
Team Member Participation						
6. Communicate verbally and non-verbally with team colleagues to assure a best result for the client.						
7. Collaborate with others to formulate team objectives.						
8. Respect and value the expertise and contributions of all team members.						

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Health Maintenance Practices						
5 competencies must be achieved at level 2 or 3						
Healthy Behaviors						
1. Apply behaviors that promote health and wellness.						
2. Advocate available preventive health screening and examinations.						
3. Use practices that promote the prevention of disease and injury.						
4. Evaluate the validity of alternative health practices.						
5. Adopt personal appearance and hygiene habits appropriate to the health care environment and industry expectations.						

The Competencies in This Portfolio Have Been Endorsed By:



Wisconsin Department
of Health and Family
Services



Wisconsin Association
for Career and Technical
Education



Wisconsin
Department
of Public Instruction



Wisconsin
Technical College
System



Health Occupations Students of
America



Wisconsin Association
for Leadership in
Education and Work